

CCSD CONTINUITY OF EDUCATION PLAN – SUMMARY FOR FAMILIES

Please note that remote instruction begins on March 30, 2020

- Remote Learning will consist of digital, online lessons and print material as needed
- Students and Families can “sign-out” Chromebooks if necessary
- A variety of platforms and software exist to provide instruction, content, and information [e.g. Google Classroom, Class Dojo, Remind, iXL, iLit, etc.]
- Teacher “Office Hours” are scheduled daily from 10am to 2pm, with flexibility to meet individual student needs
- Each week, students will be exposed to new concepts and skills aligned to grade-level standards
- Student work will be assessed and instruction adjusted as needed
- Students will have opportunities to receive feedback on their work and learning
- Student attendance will be based on work completed and submitted
- Students and Families can expect regular communication from their child’s teacher [via phone and email]

Below is a timeline of preparations, initiatives, and rollouts that have occurred since we began to prepare for the pandemic:

- **March 9 – 13**
 - Teacher Survey – Google Classroom Confidence Level
 - Resource / Training Materials provided to teachers
- **March 17 – March 27**
 - Enrichment materials available at the elementary level [grades K-5]
 - Enrichment materials available online at the secondary level [grades 6-12]
 - Daily meal program begins at the school [hot lunch and “grab & go” breakfast available from 11am – 12pm daily]
- **March 18 – 23**
 - Administration prepared for “remote” Learning
 - Lesson Plan template for remote learning developed for teachers
- **March 23**
 - Technology Access: Student / Family Survey initiated
 - Daily meal program expands to additional sites in Century Town Homes [playground pavilion] and Pine Run Methodist Church in Wilson

- **March 24 – 25**
 - Teachers participated in professional development to prepare for planned instruction
 - Day 1 Meeting: Review of Google Classroom, Peers helping peers
 - Day 2 Meeting: Lesson Plans [10 day cycles]
- **March 26 – 29**
 - Distributed Chromebooks, print packets during Grab & Go lunch distribution
- **March 30**
 - Online learning utilizing Google Classroom and asynchronous instruction for grades K-12 begins. All students have their full schedule available for learning
 - Cyber School students will continue with Pearson [K-5] or Waterfront Learning [6-12]. This applies to students with full-time or blended schedules
 - Virtual “Office Hours” begin for teachers from 10:00 am – 2:00 pm on any day school would normally be in session according to the calendar
 - Teachers provided with ongoing, online professional development and training opportunities through the Allegheny Intermediate Unit

For online learning instructions, please visit ccsdbears.org/learnonline

For the latest COVID-19 updates and information, please visit ccsdbears.org/covid19

Continuity of Education Plan

School District	Clairton City School District
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Email/Phone	huntg@ccsdbears.org ; 412-233-7090, ext. 2200
Website	www.ccsdbears.org

Goal of Plan

The Clairton City School District will provide students with continuity of education through a combination of Planned Instruction, Enrichment and Review. Planned instruction will be aligned to the state standards to develop and maintain knowledge and skills.

The district will begin offering enrichment and review activities beginning on March 17, 2020, and transition into planned instruction for all K-12 students for the week of March 30, 2020.

Overview of Plan

This *Continuity of Education* plan aligns with our district’s vision for all students. It is our commitment to provide customized educational opportunities and quality instruction in a safe, supportive environment. The intent of this plan is to provide for continuity of education that will allow our students to continue learning in a remote environment.

The District is committed to making a reasonable, good faith effort to provide remote learning until our traditional classes are able to resume in our buildings.

Prior to the closure, we had already established a one-to-one student to computer ratio at the secondary level [grades 6 – 12]. Since this closure, we have surveyed families on accessibility, gathered updated contact information [email and phone], and proactively worked to meet needs and ensure equity for all. We have distributed devices [Chromebooks and iPads] to elementary students and families [grades K-5]. This was done to help ensure that all students are able to access online instruction, directions, supports and activities. Using the data from our district-wide survey for families on device and internet access, the District has had to reappropriate funds from other areas, as well as seek additional revenue sources to provide devices for each student / family and internet access “hotspots” to ensure connectivity. We have not met the goal of 1:1 device and access for each student K-12 at this point.

In light of the rapid progression of events surrounding our school closure, our teachers will provide Enrichment and Review beginning on *March 17, 2020*. Beginning on *March 30, 2020*, the teachers will transition to providing planned instruction to the students.

At the elementary level, the teachers will use Google Classroom as well as a wide array of methods for communication and instructional delivery. These are based on already established methods used between students, classroom teacher, and their families during the beginning of the school year.

At the secondary level, the teachers will use *Google Classroom* as their learning management system, enabling them to deliver content and communicate assignments and activities to the students. The students will use this platform as the means for gathering and submitting assignments and responding to teacher directives, questions and requirements.

Any student enrolled in our cyber program will have access to their regular courses and coursework. This applies to both elementary and secondary students, whether they have full-time or blended cyber schedules.

By employing tools for communication that may include *Google Classroom, Class Dojo, Seesaw*, webpages and email, the teachers will be able to post assignments, directions, and activities that will allow the students to practice skills, review foundational information, and learn new content and skills remotely.

As needed, print versions of materials will be made available to students and families.

Expectations for Teaching and Learning

Teachers will provide Enrichment and Review beginning on March 17, 2020. Teachers will move to Planned Instruction for the week of March 30, 2020.

Teachers K-12 will provide daily instruction on days that are listed as school days on our district's school calendar.

Elementary Level [grades K – 5]

At the elementary level, teachers will communicate daily with students and families to provide assignments via their *Google Classroom, Class Dojo, or Seesaw*. Notifications at the elementary level will also be communicated through *Google Classroom, Class Dojo, Seesaw*, and district email. Some teachers may provide instruction through video conferencing or print material as well.

At the elementary level, students will complete assignments for all the classes students would typically have in an instructional week.

Teachers at the elementary level will post daily activities and assignments for the students to complete. Along with these activities and assignments, the teachers will provide supplemental resources for the students to help support each activity in an asynchronous environment. Teachers will also maintain a consistent line of communication in order for the students to be able to ask

questions and gain feedback as they work through the activities and assignments. The expectation is that all student and parent questions will be responded to within 24 hours of the question being posted. Teachers will review the completed student work, provide feedback, answer student questions, provide enrichment and remediation activities, and administer assessments.

Secondary Level [grades 6 – 12]

Teachers will communicate daily with students to provide assignments and activities. The assignments will be delivered primarily through *Google Classroom* at the secondary level. Some teachers may use video conferencing or printed materials for instruction.

At the secondary level, students will complete assignments and submit them through *Google Classroom* or via email for all classes would typically have in an instructional week.

Teachers at the secondary level will post daily activities and assignments for the students to complete. Along with these activities and assignments, the teachers will provide supplemental resources for the students to help support each activity in an asynchronous environment. Teachers will also maintain a consistent line of communication in order for the students to be able to ask questions and gain feedback as they work through the activities and assignments. The expectation is that all student and parent questions will be responded to within 24 hours of the question being posted. Teachers will review the completed student work, provide feedback, answer student questions, provide enrichment and remediation activities, and administer assessments.

Cyber Students – All Levels

Expectations for cyber course work for students with full-time or blended schedules remain the same.

Communication Tools and Strategies

The official source of all information related to The Clairton City School District's response to this emergency situation is the District's website: www.ccsdbears.org.

Official updates from the Superintendent's Office will be published on the District's website when any new information is received from the PA Secretary of Education and/or the Governor's Office. Parents will receive updates regularly via the District's messaging system, social media accounts, email, phone calls, and/or text messages.

All District employees [administrators, teachers, support staff] have email addresses. The staff directory of email addresses is available on the District's website. All District students also have District email accounts. Teachers will communicate with students using their District email accounts or other learning management system platforms such as *Google Classroom* or online applications like *Zoom*.

Access [Devices, Platforms, Handouts]

All students and families were contacted by District personnel to determine access needs and update contact information [especially email addresses] beginning on March 12, 2020.

Students at the elementary level were issued the available devices beginning on March 24, 2020, with students in the upper elementary grades receiving devices first until all available devices were distributed.

Students at the secondary level are all issued a laptop at the beginning of the school year. Students in grades 9-12 take their laptops home during the school year. Students in grades 6-8 were directed to take their laptops home prior to our closure.

Computer software and hardware support will be available beginning March 30, 2020. Appointments can be requested by emailing helpdesk@ccsdbears.org or calling 412-233-9200, ext. 1180. Some assistance may be able to be provided remotely.

The importance of internet access is especially apparent during this difficult time when schools and workplaces are closed. **Comcast** announced that they will increase the speeds of their Internet Essentials service (from 15/2 MB to 25/3 MB) and offer the service free of charge for 60 days for new Internet Essentials customers. We have provided Comcast information on our website and through our social media accounts. Additional information can be found at www.internetessentials.com, or by calling 1-855-846-8376. Per Comcast, new customers will get a free and easy to use self-install kit by mail. Current customers don't need to do anything to get the speed increases. In addition, Comcast has opened their wireless hotspots and a map can be found at <https://hotspots.wifi.xfinity.com/mobile/?nc>. When funding becomes available, we will also be purchasing "hotspots" for students and families without internet access at home.

In some cases, it may be necessary for students to access other non-digital materials. In the event that becomes necessary, the teacher will contact the building principal and make arrangements to have students pick up those materials.

Staff General Expectations

On March 13, 2020, teachers were directed to begin to develop printed packets and online enrichment and review activities. On March 23, 2020, staff planned instruction lessons to provide for the continuity of education.

Planned instruction [K-5] includes: providing assignments for all the classes students would typically have in a normal instructional week. Teachers at the elementary level will review completed work, answer student questions, provide enrichment and remediation, and assign grades. All student questions will be responded to by the teacher within 24 hours of the student's communication.

Planned Instruction [6 – 12] includes: providing assignments through *Google Classroom* for all classes in which they are currently enrolled, on days which school would have been in normal operation. Teachers at the secondary level will review completed work, answer student questions, provide

enrichment and remediation, and assign grades. All student questions will be responded to by the teacher within 24 hours of the student's communication.

Planned instruction for our cyber school students will remain the same, with adjustments made to quarterly reporting dates in light of the mandated school closure.

Please see the *Teaching and Learning Expectations* section of this plan for more details.

Student Expectations

Students will work daily, on days listed as school days on the district calendar.

Students at the elementary will go to the teacher's webpage, *Google Classroom*, *Seesaw* page, or email to receive the daily instructions for assignments, activities and requirements. Teachers will provide direction on what activities should be completed, resources for completing the activities, supplemental resources to support the activity and how assignments/work will be collected. The method the students use for submitting assignments may differ based on the learning platforms that are currently used by individual teachers. Teachers will provide the students with a means of corresponding with them in order to ask questions, review information and clarify directions. The students are responsible - along with their parents, depending on the grade level - to ensure that they are asking their questions and receiving feedback. Since most instruction will take place asynchronously, it will be imperative that the student uses the communication lines provided by the teacher to ask questions and gather teacher feedback. With the closure being extended indefinitely, planned instruction will begin the week of March 30, 2020. When planned instruction is provided, assignments will be required and will be graded. It will be the responsibility of the students to submit their work to the teacher as a means of both attendance and participation in the assignment. The assignment's grade will be used as we work to complete the 4th quarter at the elementary level.

Middle and high school students are expected to login to and check their school email daily. High school and middle school students should check each course on their current schedule. Teachers will send assignments primarily through *Google Classroom*, but may also email or set up video learning opportunities. High school and middle school students will submit work through their course's *Google Classroom* portal. Work will be graded and students will receive feedback on the work they complete and submit similarly to the process used when work was graded during face-to-face instruction. It will be the responsibility of the students to submit their work to the appropriate the teacher as a means of both attendance and participation in the assignment. The assignment's grade will be used as we work to complete the 4th quarter at the secondary level.

Expectations for our cyber school courses for students with full-time or blended schedules remain the same.

Attendance / Accountability

Asynchronous Learning refers to students learning the same material at different times and locations. **This will be our primary mode.**

Synchronous Learning refers to a learning event in which a group of students are engaging in learning at the same time in a common learning environment (occasional mode of delivery per teacher direction)

A student would need to log-in and complete their assignments for the day to be considered “present” for purposes of attendance. Since most activities will be offered in an asynchronous environment, students will be able to work at their own pace to complete assignments, but must communicate regularly with the teachers in order to meaningfully participate in any synchronous lessons.

All assignments must be completed by the teacher deadline for submission or communication with the teacher must be made to extend the deadline.

Multi-day assignments will count towards multi-day attendance for a class.

Attendance credit will be rewarded when the assignments are submitted for review.

Although some teachers will provide instruction through video conferencing, synchronous attendance is not an expectation. Completion of assignments, participation in activities and completion of assignments and assessments is an expectation for all students beginning the week of March 30, 2020.

We recognize that some students and families may experience problems when accessing online learning such as internet access, home life issues, and other distractions. Should this occur, families and students are encouraged to reach out to teachers, counselors, and other support professionals for assistance.

Good Faith Efforts for Access and Equity for All Students

We will be working with **ALL** families to make modifications and accommodations that will help each student make academic achievement gains during the implementation of this continuity of education model. We will have several layers of support available for parents and students as we move from Enrichment and Review to Planned Instruction. Regular communication from teachers to parents will be provided to discuss any needs based on the student’s ability to be successful with our model of continuity of education.

We will also have our building principals send a regular communication to parents requesting input and feedback regarding our model for continuity of education. This feedback will be used to make modifications or accommodations to our current model. As we continue to grow in our ability to provide educational services through this model, it will be important to gather the feedback and input from our stakeholders in order to improve and enhance the experience of the students. This model

for communication will enable parents to have direct communication from either the teacher or the school administrator regarding the continuity of education model that we will be implementing. We will also have district help lines for calls and email addresses at the district level for parents to communicate concerns or needs for access and equity.

Special Education Supports

The more communication with families, the better. Special Education Case Managers are asked to check in with families a minimum of 2x/week. If students have a device and internet connection, they will be working online through Google Classroom. Staff, regular education teachers, special education teachers and paraprofessionals have access to provide support to the students by phone, email or a virtual conference via Google Hangouts. If families do not have a device or internet connection, the student will be working with paper and pencil for packet learning. Families may request paper and pencil for packet learning. Related service therapists (OT, PT, Speech and Vision) have contacted families to set up a day and time when they can provide virtual services. If not possible due to lack of a device or internet access, they will send a list of exercises they can do with their child at home. Case Managers and therapists provided contact information. Teams have been asked to collaborate on adaptations and modifications for students with an IEP. Teachers are maintaining office hours from 10 am - 2 pm Monday through Friday. Elementary paraprofessionals have been staggered with the following office hours: 8 am -10 am and 1:30 pm - 3:30 pm Monday through Friday. The middle/high school paras have maintained working with their same teachers to support the students throughout the day. 1:1 paraprofessionals have continued to be assigned to be available to assist their students but also available to support others if needed Monday through Friday.

Staff is still holding IEP meetings virtually or by phone to maintain compliance with special education timelines. The District will also meet timelines for evaluations and reevaluations. Once school resumes, face-to-face IEP meetings may be held upon the request of parent(s)/guardian(s).

Our school psychologist is available 10 am - 2 pm Monday through Friday to provide support to students, families or staff.

Our school based mental health service provider, Wesley Family Services, continues to communicate and provide support to students and families by phone and Doxy.me and will still have medication appointments. They are taking referrals as well.

EL Supports

Our ESL teachers will be utilized in similar ways as our traditional program providing reasonable and ensuring appropriate supports are in place to demonstrate a good faith effort in supporting the language proficiency needs of English learners. They will only be required to do the ESL ELA assignments and not their grade level ELA assignments. These assignments focus on vocabulary, reading, listening, speaking, and writing. Teachers are posting ELA assignments in Google Classroom

for the students based on their needs which is asynchronous. In addition to the Google Classroom, ESL teachers have offered to set up a scheduled meeting, by phone or Google Hangouts, based on the student's needs.

The ESL teachers are currently using the Remind app for texting families, Talking Points and phone calls to communicate with families, the same as during the school year., with a minimum of two weekly contacts. Currently, there is not a need to translate any documents or use an interpreter. If one is needed in the future, the District would use Global Wordsmiths (<https://www.globalwordsmiths.com/>) or TransPerfect (<https://www.transperfect.com/>).

We are currently servicing two students, both are in 5th grade. Teachers will have office hours from 10 am to 2 pm Monday - Friday. Any families that have questions or concerns can contact the ESL teachers Grades K-5 Kacey Faust- faustk@ccsdbears.org, Grades 6-12 Amanda Lommock- lommocka@ccsdbears.org, or Coordinator of ESL Sara Hoffman- hoffmans@ccsdbears.org 412-233-9200 *1162.

Gifted Education

Gifted teachers will be utilized in similar ways as our traditional program providing reasonable and ensuring appropriate supports are in place to demonstrate a good faith effort in supporting acceleration and enrichment activities either through the child's regular education teacher or through a gifted teacher. This will be accomplished through accelerated classes that a student is already enrolled in, virtual differentiated instruction, and/or additional assignments or projects in the area of the student's giftedness. Students are provided with virtual activities such as virtual field trips, where they can study a museum or location from afar. They are then able to enter an online class discussion to share their findings with their peers. Students also have the opportunity to develop their own independent learning project at home such as learning a new instrument, language, research project. They will share their progress via online video submissions, pictures, presentations, etc. Students have the opportunity to extend their learning on a topic within their classroom and accelerate their learning independently past their peers. This may include additional or more in depth research, writing, presentations, extensions, etc.

Our Gifted teachers have office hours from 10 am to 2 pm Monday - Friday and will be communicating with students and families a minimum of two times a week by phone, email, or Google Hangouts. We are posting assignments in Google Classroom for the students and working on projects, based on their strengths, with them as well. Students will participate in virtual field trips as well. The teachers will contact the families at least twice a week by phone, email and/or Google Hangouts. Any families with questions or concerns can contact the Gifted teachers Grades K-5 Kacey Faust- faustk@ccsdbears.org, Grades 6-12 Andrea Morobitto- morobittoa@ccsdbears.org, or Supervisor of Special Education Sara Hoffman- hoffmans@ccsdbears.org 412-233-9200 *1162.

Building/Grade Level Contacts

Elementary Principal – Deb Maurizio [mauriziod@ccsdbears.org]

Secondary Principal – Dr. John Wilkinson [wilkinsonj@ccsdbears.org]

Secondary Assistant Principal – Dr. Tiffany Gratchic [gratchict@ccsdbears.org]

Special Education Coordinator – Sara Hoffman [hoffmans@ccsdbears.org]

Resource Links

- **Teacher Web Pages:** Our District website has a teacher web page feature. They have the ability to build their own page with Announcements, Assignments, Blogs, Files & Links or Photo Galleries.
 - <https://schoolpointe.uservoice.com/knowledgebase/articles/921786-activating-your-teacher-webpage>
 - More guides and an instructional video on teacher web pages can be found here: <https://schoolpointe.uservoice.com/knowledgebase/topics/38004-teacher-webpages>
- **Google Classroom:** Middle/High School teachers have already been using Google Classroom, and Classrooms have now been set up for Elementary courses as well. Elementary teachers should have received an email from "Little SIS" informing them that classes were created. All Elementary students now have Google accounts and email addresses as well. As schedules and enrollments change, your Classrooms will be automatically updated for you.
 - Access Google Classroom: classroom.google.com.
 - Helpful video guides on how to use Google Classroom can be accessed here: <https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-classroom>
- **Seesaw:** Many schools have started using Seesaw to connect with students remotely.
 - More information and guides can be found on their main web site at seesaw.me
- **GoGuardian:** For those teachers who have students using District issued Chromebooks at home, they can set up GoGuardian Teacher if they haven't already. This will allow them to monitor student activity during their normal class time and also includes a Chat feature which can be used as a way to make themselves available to their students for "office hours", just as an example.
 - Guides and video training are available here: <https://teacher.goguardian.com/help>
- **Hangouts Meet** (from Google): We will be using this for teacher/staff meetings, but teachers could also use it to record lessons and send them out to students. We will not be having students join the Meets live.
 - You can also search the [Google Play Store](https://play.google.com/store/apps/details?id=com.google.hangouts.meet) or [Apple App Store](https://apps.apple.com/us/app/google-meet/id1433588340) and search for the "Hangouts Meet" app.